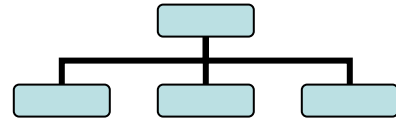


Objectives:

- Explain the staffing process
- Determine the need for additional policies



Definitions:

Line organization – Chart that shows managers and the areas for which they are responsible

Staff – supervisors and others who provide support and advice for line managers

Line-and-staff organization – form of business organization that incorporates staff into line organiz.

Project organizations – temporary organizations brought together for special projects

Job description – statement that describes the objectives of a job and its duties and responsibilities

Job specification – document that details the abilities, skills, educational level, and experience needed to perform the job.

Résumé – summary of academic and work history, skills, and experience

Recruit – use of classified ads, private and state-run employment agencies to bring in prospective employees

Wages – hourly pay

Salary – fixed amount of pay received weekly, monthly or annually

Benefits – extras workers receive on a job, like insurance, 401K, vacation

Piece rate – a payment per unit produced

Commission – a percentage of sales

Short answer:

1. Why should you create an organization chart for your company?

The structure helps you delegate responsibility, authority and work as it includes all of the jobs in your business and how they are related.

2. Identify the five areas addressed in Personnel Policies.

Employee Standards

Recruiting and Screening Employees

Pay and Benefits

Training and Development

Personnel Records